

# CJIS SUPPLY REQUISITION FORM

Use this form for ordering supplies from the Criminal Justice Information Services Division

To: Federal Bureau of Investigation Attention: Logistical Support Unit (LSU), CJIS Division 1000 Custer Hollow Road Clarksburg, WV 26306		Date _____	
Form Number	Description	Quantity without ORI#	Quantity* with ORI#
FD-249	Arrest and Institution Fingerprint Cards (white card with red ink)		
FD-258	Applicant Fingerprint Cards (white card with blue ink)		
FD-353	Personal Identification Fingerprint Cards		
FD-884	Palm Prints (white card with red ink)		
Live Scan Card	Completely Blank (white card)		
R-84	Final Disposition Report Form		
I-12	Flash/Cancellation Notice		
1-433a	Supervision Transfer Notice		
<b>ENVELOPES ( 8 3/4" X 8 3/4" self -addressed)</b>			
	Manila Envelopes: (Used in mailing Criminal & Federal applicant prints)		
	Blue Envelopes: (Use for mailing "direct billing" prints)		
	Green Envelopes: (Used when payment is enclosed with prints)		
	ABA Envelopes with Packing Slip: (Used only by American Bankers Assoc.)		

\*Total number of individual cards, forms, envelopes, etc.

## Facsimile Orders may be sent to (304) 625-3984

Our Law Enforcement Online (LEO) website address is:

<http://home.lego.gov/lesig/cjis>

Click on: General Information

Click on: Online Fingerprint Card Order Form

**Service Numbers:** Questions concerning your **supply orders** may be directed to **LSU** at (304) 625-3983

For questions regarding the appropriate **selection and use** of materials listed on this form, call (304) 625-2000 and request the **Forms Information Line**.

To speak with someone about available fingerprint **training materials, instructional aids, and/or to order instructional materials**, Call (304) 625-2000, and request the **Fingerprint Training Information Line**.

### Please type or print information

ORI Number \_\_\_\_\_ (must be furnished)

Agency \_\_\_\_\_ Delivery Hours \_\_\_\_\_

Agency point of contact & telephone # \_\_\_\_\_

Complete shipping address (no P.O. Box, if possible) \_\_\_\_\_

City, State and Zip Code # \_\_\_\_\_